



**Navigating local requirements and regulations can be challenging when realising your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.**

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to ongoing local administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuring clarity and transparency without unpleasant surprises.

Let us take care of your local administration in **New Zealand** so you too can focus on your business.

## Set-up

### **Incorporation**

Incorporation of a private company limited by shares ('LLC') including registration with company register ('New Zealand Companies Office' or 'NZCO') and tax authorities ('Inland Revenue Department' or 'IRD').

### **Bank account opening**

Assistance with the opening of local bank account (Bank of New Zealand) or any preferred international bank you have a relationship with.

## Ongoing

### Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

### Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies

### Company secretarial

Named company secretary | Registered address | Annual statutory company secretarial services | Preparation, organising & execution of board and shareholder meeting | Preparing board and shareholder resolutions.

### Payroll

Monthly calculations and payments of salary, superannuation and PAYE withholding | Updating Work Cover insurance | Annual payroll reconciliation | Administration of (sick and annual) leave.

### Tax compliance

Preparation and filings of annual corporate income tax return | Monthly/two-monthly or six-monthly preparation and filings of GST returns | Quarterly or annually fringe benefits tax return with IRD.

## Complementary

### Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

### Process Agent

Acting as an agent for serving of process for companies not registered in New Zealand.

### Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

### SPVs

One-stop shop for SPV management and accounting in complex finance, real estate or shipping structures.

### ACE Administration Services Pte Ltd

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